



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: July 19, 2013

CITY MANAGER'S OFFICE thru 07/19/2013

Acting City Manager Comments:

- **National Night Out Deltona**—On August 6th, from 5:30 to 8:30 p.m., the Volusia County Sheriff's Office and the City of Deltona will offer activities, presentations and seminars at City Hall designed to encourage crime and drug prevention awareness and strengthen neighborhood spirit by developing police-community partnerships. Free car seat safety inspections, a rollover simulator, plus K-9 and SWAT demonstrations will be put on by various public safety organizations, as well as a bounce house for the little ones, free food, and fingerprinting. (See attached Exhibit A.)
- **Halifax Pet Bus**—Spay and neuter services will be provided at greatly reduced rates for Deltona residents on Thursday, July 25th. Certificates are \$10 per animal, maximum two, and must be picked up in advance at the Animal Control office at City Hall. For those without transportation, a Pet Bus will pick animals up from City Hall in the morning, and return them around 4:00 p.m. For more information, contact Deltona Animal Control, 386-878-8701.

Public Information Office (PIO): (Lee Lopez, Public Information Officer)

- Updated DeltonaTV schedules and programming—Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing, nature programming, environmental programming, UCF (On the Issues, Global Perspectives, MetroCenter Outlook)—for the week of July 21st.
- On Monday July 15th, live broadcast and recorded for later broadcast both the Commission Workshop: Preliminary Millage Rate, and the Regular Commission meeting.
- Edited/produced "9th Annual July 4th Fireworks Extravaganza and Music Concert" for broadcast on DeltonaTV.
- Updated NSP "Carousel of Homes" slide presentation for DeltonaTV.
- Prepped Chambers for "Green Industries Management" training.
- Prepped Chambers for Citizens On Patrol meeting.
- Updated City's Welcome sign messages.
- Videotaped August episode of the Parks & Recreation Update TV program.
- Meetings took place with the staff assigned to the Eco-Tourism project, as well as representatives of the communities of Osteen and Sanford, regarding the Eco-Tourism project.
- Prepped Chambers for Planning & Zoning Board meeting.

Press Release/s:

- FLOWmobile
- National Night Out

Media Relations:

- Provided information regarding litigation involving the City and the VCSO to Al Everson/West Volusia Beacon.

- Working with the City Attorney's office to provide information regarding the Genevieve Jablonski lawsuit for Mark Harper/Daytona News Journal.
- Provided information regarding Deltona's Economic Development Board (DEDAB) to Mark Harper/Daytona News Journal.

Office of Economic Development (OED) (Jerry Mayes, OED Manager)

- Met with Lee Lopez and City staff regarding the eco-tourism project.
- Prepared the "Open for Business" presentation at the Deltona Regional Library event on What It Takes to Start and Run a Successful Business in Deltona. Topics covered important local business regulations, types of start-up services available from both Deltona and Volusia County and local organizations such as the Business Assistance Center and the Small Business Development Center, both of which host workshop events.
- Met with Bill Dehlinger of Keller-Williams Commercial Real Estate to discuss prospects and plan solicitations for the Deltona Village property in the Deltona Activity Center.
- Met with Lee Lopez, PIO, and Chris Bowley, Ron Paradise, and Tom Pauls with Planning & Development Services, regarding parking issues at nature based eco-parks.
- Attended a preliminary meeting of City staff with representatives of Bethune-Cookman University and B-CU's contractor regarding the scope of work, plans, etc. for the new Deltona campus.
- Met with Larry Kent, a local business owner and resident, to discuss his property at Justin Square (Deltona Boulevard), availability, and potential uses and prospects. This information is needed by the Office of Economic Development in case the City is approached by businesses looking for available space.
- Met with members of Team Volusia, the Center for Business Excellence, and Volusia County Department of Economic Development for strategy planning regarding Project Dial.
- Attended a series of staff meetings regarding questions about advisory boards.
- Met with Jim Greenwood of Greenwood Associates, who was contracted by Volusia County to perform a study regarding a County sponsored incubator for west Volusia County, similar to the County incubator now located at the Daytona Airport.
- Attended the Commission meeting on July 15th to support the Team Volusia presentation by Denise Mott and John Wanamaker.
- Met with Tom Pauls to review projects.
- Participated in the regular monthly Florida Brownfields Association teleconference call, focused on changes in Brownfields per new 2013 Florida Legislation.
- Met with Mr. John Sinuefield and Commissioner Chris Nabicht (District 6) to discuss Mr. Sinuefield's concerns about VOTRAN routes and services.
- Attended the West Volusia Incubator Study Forum held at the Center for Business Excellence, Orange City on Tuesday, July 16th. Mr. Jim Greenwood of Greenwood Associates presented to the well-attended audience regarding the scope of the study and the survey now being conducted.
- As City Liaison, attended the monthly DEDAB Educational Campus and Medical Facility Sub-committee meeting. The guest speakers Dr. Lucas and Dr. Frazier from Bethune-Cookman University discussed B-CU expansion from Daytona to Deltona, the location and plans, and courses to be offered. The guest speaker for the August 9th meeting will be Ed Noseworthy, President and CEO of Florida Hospital Fish Memorial Hospital, to discuss Florida Hospital's plans for expansion in Deltona. (DEDAB meetings are open to the public.)

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 07/04/2013

Building Services Division:

Building Permits issued for the week.....	62
Valuation of work permitted for the week.....	\$678,786
Inspections completed for the week	155
Total Permits issued for Fiscal Year 12/13	2455
Valuation of work permitted for the year 12/13	\$29,767,396
Permits Issued:	
A/C Change Out	11
Building Residential.....	1
Door Replacement	4
Electrical	5
Fence.....	7
Fire Sprinklers.....	1
Garage Door Replacement	1
Interior Repair.....	1
Pool In-ground	1
Reroof	12
Right of Way.....	5
Screen Enclosure.....	2
Shed	3
Siding.....	1
Solar Panel	2
Water Heater Replacement	2
Window Replacement	3
Total	62

Enforcement Services Division:

Requests for services this week	377	
Animals impounded at the humane societies	40	
Citation warnings issued	24	
Courtesy notices	129	
Abatement notices	72	
Citations issued	0	
Code Enforcement telephone calls	181	
Animal Control calls	153	
Solid Waste calls	110	
Citizen walk in requests for Code Enforcement assistance	5	
Citizen walk in requests for Animal Control assistance	27	
Citizen walk in requests for Solid Waste assistance	10	
Properties requiring grass to be cut by contractors	18	(at a cost of \$630)
Certified mailings sent out	135	(at a cost of \$825)
Money collected for Animal tags, liens and return to owners	\$582	
Foreclosures for this week: Deltona	7	
County	44	
Total	51	

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 07/05/2013

2nd Floor HR/CC Walk-In Customers	28	
2nd Floor calls Answered	20	
Packages Received	30	
Packages Picked Up	0	
A/P Invoices Opened	88	
Newspapers	14	(5.25 hours)
Public Records Requests Received	2	
Public Record Request Amount Received	\$0	
Documents imaged, pages	4,152	
Large scale drawings imaged, pages	5	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 07/19/2013

- Prepared agenda memo for Commercial Real Estate Broker to sell Dupont Lakes Parks.
- Prepared agenda memo to piggyback the County bid with Cypress Supply for janitorial supplies.
- Attended Selection Committee meeting for recommendation for provider of Property and Casualty Insurance.
- Conducted on-site employee interviews at Keyes Lane for Davis Bacon Compliance and completed the job site Bulletin Board Inspection Report as required.
- Attended ECHO Workshop with County Council and ECHO Board in Daytona Beach.
- Attended Tourist Development Council meeting in Daytona Beach.
- Participated in Fair Labor Standards webinar and online training.
- Interim audit all week – auditors on-site.
- Working with Financial Advisor to finalize Swaption presentation to Commission on July 22nd.
- Met with City's Investment Advisor.
- Met with Public Works/Deltona Water/Transportation to finalize Capital for presentation to Commission.
- Hosted quarterly meeting of Central Florida chapter of FABTO – Florida Association of Business Tax Officers.

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 07/17/2013

Chief Staples:

- Participated in the Budget Workshop.
- Met with Chiefs Johnson (Orange City) and McDaniel (DeLand) to discuss joint training, responses and communications.
- Attended the VCSO Communications Fire-EMS Committee meeting.
- Conducted a Staff meeting to update personnel on the budget process.
- Hosted the Volusia County Fire Chiefs' Association meeting at City Hall on July 17th.

Chief Rogers:

- Alarm summary 7/9/2013 to 7/15/2013

Structure fire	1
Vehicle Fire	1
Wild land, grass, trash	1
Miscellaneous Fire	4
ALS Medicals	56

BLS & Misc. Medicals	66
Hazardous Condition	2
Service Calls	8
Good Intent	26
False Alarms	6
TOTAL	171

Assistant Chief Debose:

- Conducted Rapid Intervention Team (RIT) training all week.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 07/17/2013

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,515 to date)
- Applications received:
 - (07) Water Operator
 - (03) Parks Attendant
 - (04) Business Applications Analyst
 - (01) Administrative Assistant II
 - (03) Deputy Public Works Director
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Scheduled interview for Water Operator.
- Posted 2 new job openings – Deputy Public Works Director & Administrative Assistant II.
- Scheduled Public Works Tech interview and prepared questionnaires.
- New hire orientations (1): Stormwater Technician.
- Processed 2 FMLA requests.
- Coordinating Open Enrollment dates for August 27, 28, and 29.
- Planning ICMA-RC individual employee retirement meetings for September 4th.
- Scheduled Munis training for August 12th and August 21–23.
- Continuing to coordinate/revise Human Resources budget with Finance Department.
- Planning/coordinating second health insurance renewal information meeting.
- Tobacco Free Workplace policy given to Directors for review.
- Coordinating/finalizing package insurance policy renewal.
- Received insurance reimbursement for third party damage to City property.
- Finalized selection for property & casualty insurance provider for the next three years.
- Investigated three citizen complaints.
- Coordinated HVAC remediation project.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 07/13/2013

Administration:

- Met with Mike Abrams of Okinawan Martial Arts to discuss future planning.
- Met with staff to discuss ECO Tourism.
- Processed 9 permits for pavilion and field rentals.

Facility Use Permits (07/07/13—07/13/13):

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 3 permits issued | Weekly attendance – 697 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 289 |
| • Wes Crile Park | 1 permit issued | Weekly attendance – 2,873 |
| • Skate Park | 10 new passes | Weekly attendance – 405 |

Special Events/Programs:

- Deltona Amphitheater:
 - Simulcast on Saturday, August 10th from 7:00–9:00 p.m.
 - AP60 on Saturday, August 24th from 7:00–9:00 p.m.
- Deltona Community Center: Senior Breakfast, Sat. July 27th from 8:30–11:30 a.m.
- Harris Saxon Community Center: Boys and Girls Club Summer Camp continues.
- Wes Crile Park: DTA Summer Camp continues.

Parks Maintenance:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks and facilities, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing damaged paper towel and toilet paper dispensers.

- Mowed, edged and weed-whacked: Campbell, City Hall, Dwight Hawkins, Festival, Firefighters Memorial, Sheriff's Office, Thornby, Timber Ridge, Tom Hoffman, Vann Parks, Veterans Memorial.
- Lake Gleason – Filled washout of boat ramp and parking lot.
- Thornby – Ground stumps on walking trail.
- Took debris to landfill.
- Loaded mulch at Depot and took to City Hall.
- Repaired Z Mowers.
- Picked up scissor lift and took to Dewey Boster.
- Removed pipe rack at the Depot; removed/repared windscreen around Depot.

City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:

Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replacing flags, replenishing restroom supplies throughout the entire building; replacing soap dispensers; cleaning all restrooms (floors, toilets, sinks, spills, etc.); unclogging various toilets in restrooms on both floors and replacing urinals; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing ceiling tiles throughout the building; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures/notice boards (as requested) throughout City Hall; moving and replacing cubicle panels, cleaning several refrigerators; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping and washing sidewalks, main entrance and stairwells; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator; delivering packages and heavy boxes to departments, repairing damaged paper towel and toilet paper dispensers; filling vehicles at gas station.

- Escorted Electrical Solutions.
- Checked into a complaint from Finance Department about excessive heat in 2nd floor restroom.

- Checked vents in Finance area for temperature fluctuations.
- Set up tents for FlowMobile in courtyard.
- Repaired fire door by first floor rear elevator.
- Mulched City Hall.

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, Wes Crile Park.
- Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
- Raked and lined Dupont Lakes; fertilized with TB3000, and repaired irrigation valve and pipe.
- Fertilized Campbell and Wes Crile Parks with TB3000.
- Sports Complex:
 - Mowed fields and outer perimeter, weed-whacked and edged.
 - Edged concrete areas of complex.
 - Fertilized complex; spot-sprayed weeds; sprayed Penecal.
 - Mowed and weed-whacked Pony League; sprayed Round-Up.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 07/16/2013

Executive Summary:

The Planning and Development Services Department continues to work on changes to certain elements of the Land Development Code, clarification and streamlining of the subdivision and site plan approval process being the main goal. Community Development is working on satisfying the Very Low Income HUD set-asides for both the NSP 1 and NSP 3 activities.

Planning:

The Planning Section is working with the State Division of Emergency Management and FEMA in pursuit of a Community Rating System (CRS) status for the City. Currently, the City is waiting for the State and FEMA to review and analyze building permit history submitted by the City. Certain sections of the Land Development Code that involve the review and processing of site plans and subdivisions are being updated. It is anticipated that staff will be prepared to present the next phase of the Land Development Code amendments at a City Commission workshop sometime in the last quarter of 2013.

Housing & Community Development:

In August, the City Commission will be presented the City of Deltona Community Development Block Grant (CDBG) Five-Year Consolidated Action Plan (Consolidated Plan). The Consolidated Plan will illustrate how the City will spend HUD CDBG funding for public works, parks, various public service entities, etc.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 07/12/2013

Traffic Operations:

Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
 - Completed 11 sign repair work tickets in the City.
 - Fabricated and installed 3 new street name signs.

- Fabricated and installed one 30"x 30" R1-1 "Stop" sign at Courtland & Lockwood and another one at Croton & Norwich.
- **Asphalt:**
 - Completed 12 asphalt repair work tickets – 3 tons.
 - Steeplechase – repaired 4 potholes with cold patch – 1 bag.
 - Perimeter – repaired 22' x 15' section of road for Deltona Water – 4 tons.
- **Speed Trailer:**
 - 1146 S Cooper – installed speed trailer.
- **Thermoplastic Striping:**
 - 24" white stop bar – 12'.
 - 12" crosswalk – 140'.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – routine maintenance: Elkcarn, Providence, Howland, and Normandy Blvds.
 - City Signs: Saxon Blvd welcome sign.
- **Clam Truck:**
 - Debris – 13
 - Trimming – 2
- **Slope Mowing:** 2750 Ivydale – 240'; Hemingway – 240'; 2675 Ivydale – 800'; Wilmington – 80' Norwood – 400'; Nardello – 320'; 1289 Worthington – 160'; 1265 Worthington – 160'; Brickell & Council Bluff – 1600'; Mariner & Pilgrim – 80'; 1210 Stillwater – 80'; 2209 Gretna – 80'.
- **Drop Offs and Sod Installation:**
 - 1984 Monica – repaired swale and installed ¼ pallet of sod.
 - Courtland & Alley 1578 – installed 13 pieces of sod where sidewalk was repaired.
 - 1367 E Normandy; 1459 E Normandy – installed ¼ pallet of sod where sidewalk was repaired.
 - 171 Oak Grove; Peru – installed ½ pallet of sod.
 - 980 Hanford – repaired drop off and installed ½ pallet of sod.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| ● Vehicles | PM – 4 | Repairs – 10 |
| ● Equipment | PM – 3 | Repairs – 29 |
| ● Fire Dept Station Checks | 4 | |
| ● Road Calls | 3 | |
| ● Parts Run/Vehicle Delivery | 3 | |
| ● CDL Testing | 0 | |

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - Amboy Dr/Conyers Ct – dug out dead grass; graded out area; placed sod back with bahia.
 - 1533 Laramore St – cleared the lot for a retention pond; hauled off debris and put up silt fence around the property.
 - Capital Project: 223 Rosedale Dr – formed up 3 driveways; 2 nyloplast basins; poured back with concrete; reshaped swales and filled in the ditch.

- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Way mowed – 556 Nardello; 97 Hartwood; 931 Anderson St; 1489 Elkcam Blvd; 2150 Deck Ct; 3152 Clewiston St; 1383 Rural Hall St; 862 Trinidad Av; 2472 Lackland; 1018 Mayflower Av; 1501 Merrick Dr; 2017 Appian Ct.
 - Ponds mowed – 2307 Greenwood Dr; 2876 Slater Dr; 1211 Oldmill Dr; 1641 Houston Dr; 921 Whitewood Dr; 201 Howland Blvd.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Courtland; India.
 - Sectors mowed – 14; 15; 16; 17; 18.
 - Alleys mowed – 172; 484; 566; 570; 1159.
- **Right of Way Litter Crew:** Main road trash pickup – Newmark Dr; Humphrey Blvd; Captain Dr; India Blvd; Courtland Blvd.
- **Miscellaneous:**
 - 2462 Weatherford Dr – removed yard waste from the ditch and put in the Right of Way.
 - Tivoli Dr/Wheeling – attended training for the generator at the new pump station.
 - 1104 Norwood Dr; 3100 Riverhead Dr; 1240 Wheeling Av; 679 Hartley Av – mowed and trimmed around the pump station.
 - 788 Chippendale St – mowed the Right of Way.

UTILITIES (Gerald Chancellor, Acting Director) thru 07/14/2013

Customer Service

July 2013	Total week ending 07/14/13
DW – Lockbox	1839
Ebox	1320
Call Center Calls	855
Walk-ins/Drop Box	1246
On-line Payments	1456
IVR	759

Customers Disconnected for Non-Pay

July 2013	Total week ending 07/14/13
Total on Disconnect List	123
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

July 2013	Total week ending 07/14/13
Water Service	0
Meter Sets	1
Reclaim Meters	0
Fire Hydrant Installs	1
Fire Hydrant Replacement	1
Fire Hydrant Repair	0

Replace Meter Box	13
Locates Received	136
Locates Completed	121
Main Leaks	4
Service Leaks	3
Sewer Repairs	0
Sewer Blockage	2
KV2 Valves	2
Meter Change Outs	4
Service Orders	421
Disconnects	140
Drainfield Leaks	0
Meter Retirements	32



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Get to know your neighbors— National Night Out Deltona

July 15, 2013 – The public is invited to come to Deltona City Hall for National Night Out, an event sponsored by the Volusia County Sheriff's Office and the City of Deltona, 5:30 to 8:30 p.m., Aug. 6. National Night Out is designed to encourage crime and drug prevention awareness, generate local support for and participation in local anti-crime programs, strengthen neighborhood spirit and develop police/community partnerships. Ultimately the Sheriff's Office hopes to help residents send a message to criminals that Deltona is organized and fighting back!

There will be activities and presentations in the courtyard at City Hall as well as seminars inside. VCSO personnel will demonstrate bike safety for children, how officers utilize K-9, SWAT and motors teams. The Deltona Fire Department will have free car seat safety inspections. The Florida Highway Patrol will setup a rollover simulator. In doors, officers will offer informative seminars on gang awareness, fraud investigations and identity theft and sex offenders and predators, complete with a question and answer sessions after each. There's even a class for children on "Stranger Danger." There will also be a bounce house, free food, vendors, vehicles on display and fingerprinting.

National Night Out was introduced in 1984, by the National Association of Town Watch, a non-profit crime prevention organization. The City of Deltona contracts with the Volusia County Sheriff's Office to be the law enforcement provider in the City. For more information on National Night Out, contact Sergeant Pat Leahy at the Volusia County Sheriff's Office, (386) 860-7030 or pleahy@vcso.us.